

# InterOffice Memo

Department of Workforce Development  
Division of Workforce Solutions

*Date:* May 2, 2003

*File Ref:* 03-02 policy transmission memo

*To:* WDB Executive Directors

*From:* Connie Colussy, Director  
Bureau of Workforce Programs

*Subject:* **WIA Policy 03-02 Final WIA Local Plan Modification Policy**

## Purpose

The purpose of this memo is to make you aware the local plan modification policy is final and available for use. No changes were made to the draft document that was submitted for your review and comment in January.

## Policy/Legislative References

- ◆ DWD/DWS Workforce Programs Guide -- Part 2, Section B, 8. (Modification and Update Policy for Workforce Investment Act (WIA) Five-Year Plan)
- ◆ WIA Final Rules, Sec. 661.355, requires the Governor to establish procedures for modifying local plans.

## Background

The original modification policy developed in February 2002 was revised to allow for flexibility in determining when modifications occur, to streamline the reasons for completing a modification, and to incorporate "updates" in the modification process.

## Action Required

The WDBs are to use this policy to modify their local five-year plans. The next required modification will be for WDBs that renegotiated PY02 performance standards and for all WDBs to incorporate PY 03 and 04 performance standards. **A timetable for these required modifications will be distributed by the middle of May.**

The policy can be found at the following addresses:

<http://www.dwd.state.wi.us/dwdwia/>

DWD/DWS Web-site - Final Local Plan Modification Policy

<http://www.dwd.state.wi.us/dws/manuals/default.htm>

Workforce Development Program Guide – Part 2 – Workforce Investment Act, Section B- Administration and Governance, 8 – Modification and Update Policy for Workforce Investment Act (WIA) Five-Year Plan. (It will be available at this site by May 14, 2003.)

### **Questions and Technical Assistance**

If you have any questions about this policy, please contact the Local Program Liaison assigned to your area.